

A Message from the Public Printer



Providing you — Members of Congress, staff, and constituents — with government information products and services is a top priority for us at the U.S. Government Printing Office.

Congress is one of GPO's principal customers, and we are here to serve as your "one-stop" shop for all of your printing and electronic needs.

This is why we feel it is important for you to be fully informed about what we offer. This brochure is designed to serve as your guide. It outlines our products and services and provides information about several GPO offices that stand ready to assist you and your staffs in areas of particular interest. Enclosed you will find useful phone numbers, fax numbers, e-mail and Web addresses to contact for the services you need. Our newly revamped website, www.gpo.gov, also lists our full range of products and services.

GPO is here to serve you. **Keeping America Informed** is one of the most important requirements of the Federal Government, and is a mission the GPO has been performing with pride for more than a century. If at any time you believe you are not receiving the service you expect, do not hesitate to call me directly at 202.512.1000.

Bruce R. James

Online Access to Official Federal Government Information

GPO Access

GPO Access (www.gpoaccess.gov) is a service of the U.S. Government Printing Office that provides free electronic access to a wealth of important information products from all three branches of the Federal Government. It is the only online resource for access to official and relatively unrestricted print and electronic versions of Government documents.

With more than 270,000 available titles, GPO Access currently averages 35 million document retrievals per month, and contains several databases with information ranging from congressional bills and reports to federal regulations and public laws. GPO Access also hosts 20 Federal Web sites, including that of the Supreme Court, as well as Government Information Locator Service (GILS) records for more than 40 agencies.

In addition, GPO Access supports a wide range of electronic dissemination technologies on the Internet. Even without a computer, the public can use GPO Access through workstations located at more than 1,200 Federal depository libraries across the United States and its territories.

For more information, contact the GPO Customer Contact Center (Toll free) at 866.512.1800, or (DC Metropolitan Area) at 202.512.1800, Monday through Friday from 7:00 a.m. to 9:00 p.m. (EST), or by e-mail at contactcenter@gpo.gov.

Some of the Databases available through GPO Access

Congressional Record
Congressional Record Index
Congressional Bills
Congressional Reports
Congressional Hearings
Congressional Directory
Congressional Pictorial Directory
Congressional Documents
House/Senate Legislative Calendars
U.S. Constitution
House Rules Manual
Senate Manual
Public Laws
The "Plum Book"
Cannon, Hinds and Deschler's Precedents
Federal Register
U.S. Budget
Comptroller General Decisions
History of Bills
Economic Indicators
U.S. Code
GAO Reports
U.S. Government Manual
The Green Book
Code of Federal Regulations
Government Information Locator Services (GILS)
Supreme Court Decisions
(1937–1975 and 1992–present)

www.gpoaccess.gov

Printed Products

Members of Congress are entitled by law, resolution, or regulations to receive certain printed products of the legislative and executive branches. These include:

For Senators, Representatives, Delegates, and Resident Commissioner:

- The daily *Congressional Record*.
- *Foreign Relations of the U.S.* — **1 set**.
- *U.S. Statutes at Large* — **1 set**.
- *U.S. Treaties and Other International Agreements* — **1 set**.
- *The Congressional Directory*.
- *The Congressional Pictorial Directory*.
- *Deschler's Precedents* (Members may receive only one set while serving in Congress).
- *Presidential Papers*.
- *Federal Register*.

Other publications periodically authorized at the direction of Congress, such as *How Our Laws Are Made*, *Our American Government*, and *The Constitution of the United States* (document size and pocket size).

For Senators:

- *The Congressional Record*, permanent edition — **1 set**.
- *Senate Manual* — (Senate Committee on Rules and Administration).
- *Rules of the Senate, Riddick's Senate Procedure (Precedents and Practice)* — (Senate Parliamentarian). (Senators may receive only one set while serving in Congress).

For Representatives, Delegates, and Resident Commissioner:

- *Jefferson's Manual* (*Rules and Practice of the House of Representatives*).
- *The U.S. Code* (Members may receive only one set while serving in Congress).

How To Order

For information on how to receive any publication listed above, call GPO's Congressional Publishing Services at 202.512.0224.

Other Products and Services for Members of Congress

Contact GPO's Congressional Publishing Services at 202.512.0224 to receive any of the following products and services:

Envelopes and Mailing Franks

Public document franked envelopes and gummed mailing franks for the official use of mailing documents are available at no charge to Senators and Representatives.

Estimates of Lengthy Extensions of Remarks

Members who want to insert extensions of remarks in excess of the maximum two printed *Congressional Record* pages must submit, prior to publication and along with the request to "print or extend," a written estimate from GPO's Congressional Publishing Services documenting the cost for printing the material.

Reprints from the Congressional Record

Members may order reprints from the *Congressional Record* for a nominal fee.

Extra Copies of Congressional Publications

On prepayment of the cost to print and bind, Members may purchase additional copies of publications to which they are entitled. Notification to GPO's Congressional Publishing Services (202.512.0224) should be made before the publication goes to press.

Contacts

Congressional Publishing Services

ph 202.512.0224

fx 202.512.1101

jhammond@gpo.gov

GPO's Congressional Publishing Services serves as the liaison for print and electronic product requests between GPO and Congress. This Division works directly with the leadership of the Senate and the House of Representatives in the scheduling, processing, and monitoring of all bills, reports, documents, laws, and miscellaneous publications produced by Congress, plus the hearings and committee prints generated by Senate and House committees. The office provides formal and informal estimates for printing and product development and processes all congressional requisitions for stationery, envelopes, mailing franks, and reprints from the *Congressional Record*.

Office of Congressional Relations

ph 202.512.1991

fx 202.512.1293

asherman@gpo.gov

GPO's Office of Congressional Relations provides information about GPO to Congress. It is responsible for answering questions about GPO programs and services, providing information on legislation affecting GPO, and assisting Members in resolving constituent problems with GPO services. The Office notifies Members of the recipients and amounts of significant contracts awarded by GPO to commercial printers and paper companies in home States and districts.

Office of Public Relations

ph 202.512.1957

vmeter@gpo.gov

GPO's Office of Public Relations serves as the key point of contact for the press and the public, ensuring the story of the GPO's work is told to the American people. If you need to schedule a tour or require additional general information about the GPO, please do not hesitate to contact our office.

Private Sector Partnerships for Printing Services

ph 202.512.0111

jbradley@gpo.gov

GPO annually places thousands of Government printing jobs in the private sector printing industry, generating jobs and substantial State and local tax revenues while obtaining the best possible value for the Government's publishing dollar. GPO regularly informs Members of Congress whenever significant contracts are awarded to businesses in their home States or districts.

The Institute for Federal Printing and Electronic Publishing

GPO's Institute for Federal Printing & Electronic Publishing (IFPEP) offers over 19 traditional courses in printing and electronic publishing for individuals in all branches of the Federal Government, contractors working for the Federal agencies, District of Columbia government employees, and Federal depository librarians. Courses range from "Introduction to Printing Processes and Terminology" to "Introduction to XML". For fiscal year 2005, the Institute announced four new initiatives: on-line courses, courses on CD and DVD, tutoring, and on-site courses. For the latest information, visit www.gpo.gov/ifpep. Institute staff can also be reached on 202.512.1283 or via e-mail ifpep-registrar@gpo.gov.

Information Dissemination Services

Superintendent of Documents

Through the Superintendent of Documents sales program, the GPO makes millions of Government information products available for purchase to the public annually—either via the Internet, phone, fax, or mail. These products are also available for free use in Federal depository libraries, as well as on the Web at GPO Access. The Information Dissemination home page (www.gpoaccess.gov) provides online access to the full range of the GPO's information dissemination services.

Publications Information and Orders

To make an inquiry or to place orders for publications sold by the GPO, contact the GPO Customer Contact Center at (Toll free) 866.512.1800, (DC Metropolitan Area) 202.512.1800, Monday through Friday from 7:00 a.m. to 9:00 p.m. (EST), or by e-mail at contactcenter@gpo.gov.

Online Sales Information and Ordering

Provided by GPO Access, the U.S. Government Online Bookstore (bookstore.gpo.gov) serves as the GPO's online sales information and ordering service. Users can easily search or browse titles, obtain pricing information, and order print or electronic products online through secure, encrypted technology. The U.S. Government Online Bookstore allows users to place orders instantaneously—24 hours a day, every day of the year.

GPO Bookstore

The GPO operates a bookstore in the main GPO building in Washington, DC, which carries many of the Government's most popular sales publications—locally and nationally. For customer convenience, the bookstore will order Government publications currently offered for sale and ship it directly to the purchaser. The GPO Bookstore is open between 8:00 a.m. through 4:00 p.m., Monday through Friday, EST. Additional information is available online at bookstore.gpo.gov/locations.

Constituent Inquiries

To assist customers who encounter difficulties ordering Government publications, the GPO offers constituent inquiries and complaints for orders and services on individual product sales or subscriptions. If you have a constituent who needs our help, please contact us by phone (202.512.1991), fax (202.512.1293), or e-mail (asherman@gpo.gov).

Federal Depository Library Program



Established by Congress to ensure that the American public has access to its Government's information, the Federal Depository Library Program involves the acquisition, format conversion, and distribution of depository materials, as well as the coordination of Federal depository libraries across the country.

The mission of the FDLP is to disseminate information products from all three branches of the Government to 1,250 libraries nationwide. Libraries that have been designated as Federal depositories maintain these information products as part of their existing collections and are responsible for assuring that the public has free access to the material provided by the FDLP.

GPO, through a partnership with the FDLP, provides personal assistance in locating and using Government information. A list of State and district depositories is available online at www.gpoaccess.gov/libraries.html, or e-mail the GPO Customer Contact Center at contactcenter@gpo.gov.

Catalog of U.S. Government Publications

The Catalog of U.S. Government Publications (www.gpoaccess.gov/cgp) is the Web-based version of the *Monthly Catalog of United States Government Publications*, which contains bibliographic records of U.S. Government information products from all three branches of Government from 1994 to present. Active hyperlinks are embedded in records of online publications to provide immediate access to the product. The catalog also includes options to locate depository libraries that receive titles through the FDLP, either by State or area code.

GPO Bookstore

GPO Central Office
710 N. Capitol Street, NW
Washington, DC 20401

ph 202.512.0132
fx 202.512.1355
mainbks@gpo.gov

mainbks@gpo.gov

Federal Depository Library Program Electronic Collection

The Federal Depository Library Electronic Collection is a comprehensive digital library of online resources from all branches of Government. The Federal Depository Library Program identifies, acquires, creates and often archives data for electronic publications through its partnerships and networks of depository libraries. Through the FDLP, you can access free public resources via the *Catalog of United States Government Publications*, as well as other locator tools and services available from GPO Access, www.gpoaccess.gov.

Depository Library Designations

By law, each member of Congress can select up to two libraries to be designated as Federal depository libraries if there are vacancies available in their State or district. For information on the designation process or for depository library qualifications, go to www.gpoaccess.gov, or e-mail the GPO Customer Contact Center at: contactcenter@gpo.gov.

Quick Guide to GPO Services

Office of the Public Printer

ph 202.512.1000
fx 202.512.1347

Office of Congressional Relations

ph 202.512.1991
fx 202.512.1293

Office of Public Relations

ph 202.512.1957

Congressional Publishing Services (Inquiries and Orders)

Congressional Printing and Scheduling

ph 202.512.0224
fx 202.512.1101

Congressional Record Distribution

ph 202.512.0269

Public Document Envelopes and Franks

ph 202.512.0224
fx 202.512.1101

Superintendent of Documents (Inquiries and Orders)

Congressional Orders

ph 202.512.1808
fx 202.512.2250
contactcenter@gpo.gov

General Public Orders

ph 202.512.1800 (DC area)
866.512.1800 (toll free)
fx 202.512.2250
contactcenter@gpo.gov

U.S. Government Online Bookstore

<http://bookstore.gpo.gov>

Federal Depository Library Program

ph 202.512.1800
866.512.1800 (toll free)
fx 202.512.2104
contactcenter@gpo.gov

GPO Access Support

www.gpoaccess.gov
ph 202.512.1800 (DC area)
866.512.1800 (toll-free)
contactcenter@gpo.gov

Private Sector Partnerships for Printing Services

ph 202.512.0111

Information Services

for Members of Congress



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